

February 24, 2009

TO: ALL STATE AGENCIES, SCHOOL DISTRICTS, MUNICIPALITIES,  
VOLUNTEER FIRE COMPANIES AND POLITICAL SUBDIVISIONS

FROM: SANDRA L. DAVID  
STATE CONTRACT PROCUREMENT SUPERVISOR

SUBJECT: AWARD NOTICE - CONTRACT NO. 06-551-RH, JANITORIAL SERVICES-  
FACILITIES - SET ASIDE

**ADDENDUM # 13**

The purpose of this addendum is to add the following Sites to this Contract with DELARF and FACILITIES MANAGEMENT - SET ASIDE as approved by the State Use Commission. Services will be provided by DelARF member, Connections CSP. Specifications are as outlined in Contract 06-551-RH and pricing is as follows:

**Dover Plaza** - \$ 2,080.00 per month

**Biddles Plaza** - \$ 1,029.60 per month

**Newark Plaza** - \$ 4,337.59 per month

**Restrooms** – Women's and Men's locker rooms, individual restrooms in hallway,  
Public Restrooms and Tunnel Restroom  
Sweep and Mop floors  
Clean toilets, urinals, sinks, and countertops  
Empty trash cans, replace liners  
Refill – C-fold towel dispensers, toilet tissue, soap dispensers, wax paper  
Liners (women's restroom only)  
Women's rooms – replace bowl blocks when necessary  
Men's rooms – replace urinal screens with blocks when necessary

## **ADDENDUM # 13 (Continued)**

### **Kitchen:**

- Sweep and mop floor
- Wipe down counter tops, tables
- Check and clean microwave
- Re-stock – paper plates, bowls, c-fold towels, napkins, plastic dinnerware, plastic cups, foam cups with lids, dish detergent (when needed)
- Empty and clean out water drip tray on water cooler in halls at Dover.
- Empty Trash containers and replace liners.

### **General:**

- Sweep and mop hallways and tunnels
- Vacuum carpet in Administration wings/carpeted areas
- Empty and clean out water drip tray on water cooler
- Clean windows and door glass
- Dust facility as needed

### **Outside:**

- Sweep sidewalks
- Pick up trash
- Empty trash cans when necessary and replace liners
- Sweep tunnel stairways at all plazas
- Clean guardrails for all stairwells